

STANDARD 3

Central ATC
Frankfort, KY
Official Student Transcript
 Most Current School Year

Student:
 Lawrence Blevins
 1234 Main Street
 Frankfort, KY 40601

Grade: 12

Has to be an IC
 transcript of a
 preparatory student in
 program area.

Program: Automotive Technology

Courses:	Credit:	Grade Formative A:	Grade Formative B:	Grade: Formative C:	Grade Final:
AUT 150/151 Main. & Light Repair A	1	94%	92%	96%	93% A
AUT 152/153 Main. & Light Repair B	1	88%	90%	89%	90% B
AUT 154/155 Main. & Light Repair C	1	90%	94%	96%	94% A
AUT 156/157 Main. & Light Repair D	1	94%	93%	92%	96% A

Dual Credit:

Dual Credit awarded for the following courses by High Tech Technical College:

ADX 120/121 Basic Auto Electric

Industry Certificates:

ASE Student Certification – Maintenance and Light Repair

Passed April 3, 201__

KOSSA:

Transportation

Passed May 201__

Central ATC
Frankfort, KY
Official Student Transcript
 Most Current School Year

Student:
 Kyle Meadows
 1234 Main Street
 Frankfort, KY 40601

Grade: 12

Has to be an IC
 transcript of a
 preparatory student in
 program area.

Program: Automotive Technology

Courses:	Credit:	Grade Formative A:	Grade Formative B:	Grade: Formative C:	Grade Final:
AUT 150/151 Main. & Light Repair A	1	96%	91%	91%	90% B
AUT 152/153 Main. & Light Repair B	1	88%	84%	85%	87% B
AUT 154/155 Main. & Light Repair C	1	90%	97%	96%	94% A
AUT 156/157 Main. & Light Repair D	1	91%	92%	88%	93% A

Dual Credit:

Dual Credit awarded for the following courses by High Tech Technical College:

ADX 120/121 Basic Auto Electric

Industry Certificates:

ASE Student Certification – Maintenance and Light Repair

Passed April 3, 201__

KOSSA:

Transportation

Passed May 201__

Memo

1/6/201_

To: Central ATC Teachers

From: Hal Carter, Principal

RE: Student Registration Night – 1/19/201_

Teachers we are invited to participate in the registration event at the high school. Students advancing to grades 10-12 will be attending this event with their parents. All program teachers are to participate. We will have an opportunity to provide student guidance for course registration.

Please bring 150 copies of the following documents:

Career Pathway

Schedule for next school

Wage and employment outlook information

Sample course syllabi

Have on hand at least one copy of the following:

Course task list

Syllabi for all courses

Carter, Hal

From: Hal.Carter@ky.gov
Sent: Monday, November 4, 201_ 1:39 PM
To: Janice.Stewart@central.kyschools.us
Subject: ATC Student Transcripts and Program Career Pathways

Importance: High

Janice,

I have placed in the inter-school courier the latest Career Pathways and ATC Student Transcripts.

ATC teachers have revised the career pathways this fall to include industry certificates offered by the ATC and the KOSSA exam available for each program area. The updated career pathways will assist you and the other counselors in advising for registration and ILP updates in the spring semester. I appreciate your willingness to allow me to assist at registration and ILP updates. I look forward to attending registration and the ILP updates to offer direction relating to ATC course progression, employment outlook, ATC scheduling opportunities next school year and any other areas of assistance.

The ATC transcript will also assist in registration and ILP development. As we did last year we will provide the transcript to each student at registration time. If you have question about what course a student need to take next please call me or the program teacher.

Please forward dates for registration and ILP updates as soon as they are available.

Thanks,

Hal

Hal Carter
Central ATC Principal

Class List Report

Agency: - All
Institution Name: K Central ATC
Program: AUTOMOTIVE TECHNOLOGY
Program Definition: - All
Student Objective: - All
Education Level: - All
District: - All
Certifications: - All
Student Criteria:
Group By:

Student Name
School
Central ATC
Kyle Meadows
Lawrence Blevins

Consortium: - All
Program Area: TRANSPORTATION, DISTRIBUTION AND LOGISTICS
Effective Year: Current Year
Program Level: - All
Section: - All
Termination Status: - All
Duplicate: Duplicates
Student Status: Active

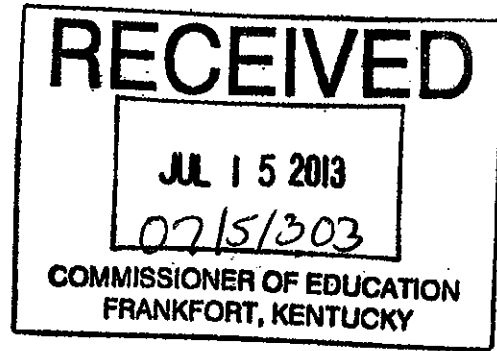
WorkKeys Passed
MET
MET

Automotive Technology Pathways

KDE/OCTE Career Pathways Transportation Programs		
Career Pathway	Pathway Courses	Elective Courses
Automotive Maintenance and Light Repair Technician CIP Code: 47.0604.01 <u>Tests for Certification</u> * ASE Student Certification- Maintenance and Light Repair * KOSSA-Transportation Test	*Automotive Maintenance and Light Repair Section A *Automotive Maintenance and Light Repair Section A Lab *Automotive Maintenance and Light Repair Section B *Automotive Maintenance and Light Repair Section B Lab *Automotive Maintenance and Light Repair Section C *Automotive Maintenance and Light Repair Section C Lab *Automotive Maintenance and Light Repair Section D *Automotive Maintenance and Light Repair Section D Lab	No Electives
Automobile Service Technician CIP Code: 47.0604.02 <u>Tests for Certification</u> * ASE Student Certification- Maintenance and Light Repair, Brakes, Suspension and Steering, Electronic/Electrical Systems, Engine Performance, Heating and Air Conditioning, Manual Transmissions and Transaxles, Automatic Transmissions, Engine Repair. * KOSSA-Transportation Test	*Automobile Service Technology Section A *Automobile Service Technology Section A Lab *Automobile Service Technology Section B *Automobile Service Technology Section B Lab *Automobile Service Technology Section C *Automobile Service Technology Section C Lab *Automobile Service Technology Section D *Automobile Service Technology Section D Lab <i>NOTE: The Automobile Maintenance and Light Repair Technician Pathway must be completed before the student can begin the Automobile Service Technician Pathway. This is a requirement for ASE/NATEF Industry Program Accreditation.</i>	No Electives

**See Career Pathway in
Standard 1A**

300 North Main Street
Versailles, KY 40383
Telephone: (859) 256-3100
Website: kctcs.edu



July 10, 2013

Dr. Terry Holliday
Commissioner
Kentucky Department of Education
500 Mero Street
1st Floor CPT
Frankfort, KY 40601

Dear Commissioner Holliday:

Please find enclosed the MOU between the Kentucky Community and Technical College System and the Kentucky Board of Education signed by Dr. McCall.

If possible, we would like a completed MOU for our files.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia K. Ackley". The signature is fluid and cursive, with a long horizontal line extending to the right.

Cynthia K. Ackley
System Executive Assistant to the President



Dual Credit
Memorandum of Understanding (MOU)
between the
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
and the
KENTUCKY DEPARTMENT OF EDUCATION

I. Introduction and Purpose

Pursuant to the *Kentucky Postsecondary Education Improvement Act of 1997* (House Bill 1), the Kentucky Community and Technical College System is charged with enhancing the relationship of credentials between secondary and postsecondary programs that permit secondary students to participate in opportunities such as dual credit. In order to offer a more seamless path of education and training for students in the Commonwealth of Kentucky, the Kentucky Community and Technical College System (KCTCS) enter into this Dual Credit Memorandum of Understanding with the Kentucky Department of Education (KDE). This agreement reflects national standards and best practices for dual credit as outlined by the National Alliance for Concurrent Enrollment Partnerships (NACEP). This agreement is aligned according to regional standards set forth by the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC) and statewide standards according to Kentucky Revised Statutes (KRS) and KCTCS Policy.

This agreement is designed to benefit students by providing a seamless pathway to postsecondary education while reducing student expense and time to credential attainment. The ultimate purpose of dual credit is the completion of a postsecondary credential.

This agreement outlines the terms and conditions under which courses for dual credit will be offered by KCTCS colleges and at secondary schools under the leadership of KDE and, more specifically, the terms and conditions through which opportunities will be provided for secondary students to take college-level courses and receive both college credit and high school credit.

II. Definition of Dual Credit

For the purposes of this agreement, dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with Kentucky Revised Statute 164.002 and KCTCS Administrative Policy and Procedures 4.15.

KCTCS dual credit is concurrent enrollment in high school and a KCTCS college with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to a KCTCS college and be accepted, and the KCTCS colleges are responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

Dual credit will only be awarded for college-level coursework. Each college must ensure the quality, consistency, and rigor of courses accepted for dual credit. Coursework must be relevant to a credential offered at the local KCTCS college. Coursework must include the same course competencies and result in the same learning outcomes as the course taught at the KCTCS college.

- Students will receive an official course syllabus by the first or second day of the college course. The syllabus will include:
 - a. Course requirement information, including the official description, course prerequisites, course content, grading policy, attendance requirements, course completion requirements/performance standards, and other related course information.
 - b. Criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and the requirement that the grades described in the *KCTCS Catalog* will be used.

C. Dual Credit Delivery Methods

- Dual Credit courses may be delivered at the college site, the local high school, another site not on the high school or college campus, in a virtual environment, or in a delivery method that utilizes a combination of these delivery methods.

D. Grading for Dual Credit Courses

The KCTCS grading policy will apply to college courses offered for dual credit under this agreement. (KCTCS Senate Rule 3.0.1)

All grades earned for college credit by the student in a dual credit course will be transcribed by KCTCS.

E. Awarding of Dual Credit

- College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.
- All KCTCS institutions will recognize credit awarded under this agreement as stated in KCTCS policy and according to accreditation requirements.
- College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approved to offer.
- Each local KCTCS college will permit qualified dual credit students to enroll in a maximum of 12 credit hours per academic year. Exceptions above the 12 hour limit may be considered and approved by the Chief Academic Officer at the local KCTCS college based on the specific curriculum or program offered during the dual credit experience. In addition, exceptions may be allowed for dual credit students enrolled in Early or Middle Colleges.
- High school credit will also be awarded by the secondary school upon successful completion of the course. The award of high school credit will be in compliance with state standards.

I. Tuition and Other Charges

- Tuition and other charges for dual credit enrollment courses will be consistent with the tuition rates and policies of KCTCS.
- Students enrolled in a dual credit course on a KCTCS campus, when the course is supported by SEEK funding to the college, will be determined to have paid tuition.
- A 50% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which all of the following apply:
 - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
 - b. The courses offered for dual credit are taught by a college faculty member; and
 - c. All instructional costs are covered by the college.
- A 100% Dual Credit Tuition Waiver will be offered to students enrolled in dual credit career and technical education courses and/or dual credit general education courses in those cases for which all of the following apply:
 - a. The courses offered for dual credit are taught at the partnering high school or taught at the partnering ATC/technical high school;
 - b. The courses offered for dual credit are taught by a secondary school teacher; and
 - c. All instructional costs are covered by the secondary school.
- Students receiving a 100% Dual Credit Tuition Waiver will be assessed a KCTCS charge for services equating to the administrative expense per semester (e.g., creating and maintaining student records) incurred by KCTCS in offering the dual credit course. The charge for service will be designated at the beginning of each fiscal year by the KCTCS President. This charge for service shall not be waived for any student receiving a Dual Credit Tuition Waiver. This charge for service for each student receiving a Dual Credit Tuition Waiver shall be paid using one of the following methods:
 - a. The student or parent or other individual pays the service charge.
 - b. The college pays the service charge using a scholarship.
 - c. A third party (e.g., OCTE, the high school, the school district, or a private or other entity) pays the service charge.
- Each KCTCS college in partnership with local school districts shall identify local scholarship funds to cover the administrative charge for dual credit students who demonstrate need for financial assistance to pay the administrative charge.

J. Student Admission to KCTCS Programs

Where applicable, secondary school students who successfully complete KCTCS dual credit courses will be given special consideration in program admissions when matriculating to a KCTCS program with special or selective admissions requirements. (KCTCS Senate Rule 3.0)

- **Joint Responsibilities**

KCTCS and KDE, including KCTCS colleges and all secondary school partners, will be responsible for the following:

- a. **Course Alignment Process**

- 1. When KCTCS seeks to change the learning outcomes for any of the programs and/or courses offered for dual credit pursuant to this MOU, KCTCS will notify KDE of the proposed changes at the same time as the initiation of the KCTCS curriculum approval/course revision process.
 - 2. If it is determined that the proposed change will have an adverse effect on the award of college credit for dual credit courses offered pursuant to this MOU, then:
 - a) KCTCS will identify appropriate standards for content, quality, and rigor pursuant to the requirements of SACS-COC for the program and/or course revision.
 - b) KDE will ensure that courses approved for dual credit will incorporate any and all changes that occur in the same courses at KCTCS.

- b. **Advisement for Secondary Students and Parents**

- 1. The local KCTCS college and the partner secondary school are each responsible to provide advising for students and parents regarding dual credit courses and the implications for the students' future collegiate enrollment and financial aid. This advising includes career counseling and college program advising, and promoting matriculation to KCTCS.

- c. **Identification of Students Needing Financial Assistance**

- 1. KCTCS and KDE shall collaborate in the development of a process to determine student eligibility for financial assistance.

- L. **Early College/Middle College**

KCTCS colleges having agreements with local school districts for programs generally referred to as "early colleges" or "middle colleges" may continue these agreements under the terms of these agreements.

- M. **Implementation**

This agreement shall become effective upon signature of all parties and will be implemented for dual credit courses offered beginning Fall 2013.

- N. **Evaluation, Term, and Modification**

This Memorandum of Understanding, as well as the accompanying local agreements, must be reviewed and evaluated annually. Any revisions to this memorandum must be in writing and signed by all parties.

V. Signatures

The parties signed below have seen and are authorized and agree to the terms and conditions stated in this Memorandum of Understanding:



Michael McCall, President
Kentucky Community and Technical College System

7/9/13
Date

Terry Holliday, Commissioner
Kentucky Department of Education

Date



**PARTNERSHIP FOR AUTOMOTIVE PROGRAM ARTICULATION
HIGH SCHOOL AGREEMENT
UNIVERSAL TECHNICAL INSTITUTE (UTI)**

Introduction

An articulation agreement formally recognizes that Universal Technical Institute and the high school, secondary school, CTE or vocational center agree to work together to provide educational opportunities for currently enrolled and potential students of their institutions. Agreement to this alliance requires a commitment by both institutions to provide students with an opportunity for postsecondary education as well as increasing awareness of the importance of vocational education at the high school level.

Purpose

The intent of this partnership for Automotive Program Articulation Agreement is to provide the high school, secondary school, CTE or vocational center and the student with an opportunity to increase the recognition of their automotive education while at the secondary level, and to motivate the student to continue their education at the post-secondary level. The purpose of this agreement is to formalize this partnership.

This agreement will be in effect for five years from the date of execution or until the NATEF Certification expires, whichever occurs earliest. Termination of this agreement will occur if there is a loss of NATEF Accreditation of the high school, CTE or vocational center automotive program. The school must notify UTI within 30 days of the loss of NATEF Accreditation.

The Office of Career and Technical Education

Address: 500 Mero St. 20th Floor, Capital Plaza Tower
City: Frankfort State: KY Zip 40601
Phone: 502-564-4286 FAX: 502-564-4800

State Administrator

Print Name: Terry Holliday Title: Commissioner, KY, Department Of Education
Signature [Signature] Date 7/18/14

☐

Single School Agreement

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Multiple School Agreement

Multiple School Agreements require the signature of a state level administrator. (If agreement is at the District Level please attach list of all schools within the district to be reviewed for eligibility.)

UTI Admissions Representative

Print Name _____ Title _____
Signature _____ Date _____

UTI Admissions Designee

Print Name _____ Title _____
Signature _____ Date _____

NATEF Accreditation must be verified on the NATEF website by the UTI Admissions Designee and a print-out from the website must be attached to this agreement

**PARTNERSHIP FOR AUTOMOTIVE PROGRAM ARTICULATION
HIGH SCHOOL AGREEMENT
UNIVERSAL TECHNICAL INSTITUTE (UTI)**

Articulation Benefits and Features

- Add status for high schools or vocational centers by offering "advanced placement" automotive courses.
- Provide top automotive students an opportunity to continue their career education with less cost and reduced post-secondary training time.

Process for Advanced Placement

- Each high school, CTE or vocation center must provide documented proof of NATEF Accreditation, or be listed as having valid NATEF Accreditation on the official NATEF website. The Admissions Operations Designee will verify NATEF Accreditation on the official NATEF website as necessary.
- Articulating students must graduate from a high school, or have proof of attendance from a CTE or Vocational Center, with an active Automotive Articulation Agreement on file with UTI/NASCAR Tech.
- Articulating students must begin their UTI/NASCAR Tech training program within one year of high school graduation.
- Articulating students will be granted advanced placement and a corresponding tuition credit for each Advanced Placement test they pass up to a maximum of four (4) of the tests available. The student will be required to select the four (4) courses for which will take the Advanced Placement test to earn advanced placement and tuition credit (if passed).
- Articulating students are required to take these Advanced Placement tests during Orientation Week.
- UTI/NASCAR Tech will not schedule articulating students for any courses for which they have earned Advanced Placement by passing the test(s) unless the student wishes to take the course(s). Should students wish to take a course for which they have earned Advanced Placement, the student will be charged the full tuition for that course based on the tuition rate in effect at the time of their original enrollment.
- To ensure that articulating students possesses the appropriate level of technical knowledge essential for their educational and professional success, Articulating students unable to pass the written test will be required to take the course or courses, at their original tuition cost. In the event no APO tests are passed the articulating student will qualify for the one-time \$500.00 articulation discount. In these cases, the one-time \$500 articulation discount will be deducted from the student's first period of enrollment.
- Articulating students can choose NOT to take any APO tests, and instead receive a one-time \$500.00 articulation discount towards their total tuition for the qualifying program. The one-time \$500 articulation discount will be deducted from the student's first period of enrollment.
- Students must start their training within one year of H.S. graduation and take the Articulation Tests prior to the completion of their first courses of study in order to be eligible to receive this benefit.
The following programs are not available for Automotive Program Advanced Placement:
ADTC-101 Automotive Engines & Repair
ADTN-140 NASCAR Engines I
ADTN 441 NASCAR Engines II

Ohio Technical College (Articulation Agreement)

The intent of this Automotive and/or Diesel Technology Articulation Agreement is to provide the High School or Vocational Center and the student with an opportunity to increase the recognition of their Automotive/Diesel education while at the secondary level, and to motivate the student to continue their education at the post-secondary level. OTC is committed to assisting in the success of today's educators and tomorrow's technicians. The purpose of this agreement is to formalize this partnership.

Articulation Objectives:

- 1) Provide High Schools and Vocational Centers with information to assist them toward ASE Certification.
- 2) Add status for High Schools or Vocational Centers by offering "Advanced Placement" for Automotive and/or Diesel courses.
- 3) Allow students the opportunity to start preparing for ASE Certification while still in High School.
- 4) Provide top Automotive/Diesel students an opportunity to continue their career education with less cost and reduced post-secondary training time.

Process for Advanced Placement:

- 1) Students must graduate from a secondary school that has earned one (1) or more ASE certifications or is an ASE Certified Secondary program.
- 2) Students must graduate on or after June, 2002.
- 3) High Schools or Vocational Programs must provide a signed facsimile of their ASE Certification(s). Your OTC Admissions Representative will assist in this process.
- 4) Students will gain advanced placement for the OTC Automotive and /or Diesel Technology course(s) that corresponds to the Automotive/Diesel areas which they passed while in attendance at the High School or Vocational

Center. The students must have passed with a grade equivalent of "B" or higher (3.0 +GPA on a 4.0 scale). Official High School Transcript(s) will be required.

- 5) Advanced Placement will be granted for up to a maximum of four (4) OTC Automotive/Diesel Technology Courses. Students from Secondary schools possessing more than (4) ASE Certification will select the four (4) OTC courses for which they desire to receive advanced placement. Such selection will be based on the four (4) areas that are strongest for the student. Students must begin their OTC program within one (1) year of their High School graduation.
- 6) At OTC, students will be required to TEST in order to assess their knowledge level in the course(s) for which they are being granted advanced placement.
- 7) The student will be granted advanced placement and a corresponding tuition reduction, depending on the test result.
- 8) Students passing the test(s) will be granted transfer credit and will not be scheduled for the OTC course(s).
- 9) Students unable to pass the written test will be required to take the OTC course(s), but at no charge. This will help to ensure that the student possesses the technical knowledge essential for educational and professional success.
- 10) OTC reserves the right to modify this program in any way at OTC's sole discretion.

ADDENDUMS

The following are to be considered Addendums to this Articulation Agreement as discussed and as modified for KY Tech's 5th area technology centers.

1. To insert above #6 -

"In addition to grade requirements."

2. Item #10 to read that "OTC reserves the right to modify this program in any way at OTC's sole discretion provided the area technology center has been notified at least 90 days in advance."

B. Shields
B. Shields, Approved *School Director*

High School/Vocational Program

School_____

Address_____

City_____ State_____ Zip_____

Phone_____ Fax_____

Automotive/Diesel Instructor

Date_____

Printed Name_____ Signature_____

School Administrator

Date 9/5/06

Printed Name David Billingsley

Signature David Billingsley

Ohio Technical College

Admission Representative

Date_____

Print Name_____ Signature_____

Director of Admission/School Director

Date_____

Printed Name_____ Signature_____